Approved For Release 2001/03/01 : CIA-RDP57-00042A000200090016-2

ADMINISTRATIVE ISSUANCES FILE

1. The Administrative Issuances File should be divided into four (4) parts, each part consisting of case files on one type of issuance. The four divisions of the file should be as follows:

a. CIA Notices

b. CIA Regulations

c. Confidential Funds Regulations

d. Special Issuances (such as the CIA Safety Manual and CIA Correspondence Manual).

2. Each division should be indicated by the use of a press-board divider or guide. The guide should be letter size with a metal "window" type tab of one-third cut located in the center of the guide.

a. The guide should be followed by a letter size, straight cut, plain tab, non-reinforced, 9½ point kraft folder for each issuance, or case, arranged numerically.

3. New folders should be prepared yearly with the calendar year shown in the right-hand corner, this is to provide the means for periodic retirement to the CIA Records Center. All material on a new issuance or revision of an old one should be filed in the folder for the year in which action was completed.

4. Each case file should include the drafts, comments, and concurrences on the proposed issuance and the final authorized copy.

5. All correspondence and other records that do not pertain to a specific issuance, as well as staff studies, should be filed in the central Subject File.

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